Dear Mr. Graves,

First and foremost we are delighted to have you here at Merry Gold Elementary. The faculty and I appreciate your hard work and sacrifice that you have made this first nine weeks especially in working with our after school tutorial program. Your work in the grade level meetings shows me that you are serious about the success of all students in your class. Your consistent high energy has been observed to be motivation to the students as well as your team members. Having you here is like finding the missing link to treasured chain.

As you know, our mission here at Merry Gold Elementary is to inspire our students to achieve their highest potential in a nurturing, respectful environment. Our teachers are to exemplify this in every aspect of their daily duties. After careful observation of your classroom instruction, I have two concerns that I would like for us to address formally.

Concern #1: The detailed and creative lessons that you plan with your team are not being implemented effectively in the classroom. This impedes our students’ ability to achieve their highest potential.

Concern #2: The volume of your voice during instruction does not adjust with the mode of instruction. The consistent loudness of your voice does not communicate a nurturing and respectful environment.

I cherish you as a member of this school family and it is my goal to work with you to become the best instructional practitioner you can be. As a result, I have developed a working action plan that records the next steps we are to take to fulfill our goal by the end of the school year. Working within these time constraints it is my belief that you will be successful and replicate the consistent high scores that we have seen from fifth grade in the years past.

Sincerely,

E. Jason, Principal

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| **Time** | **Principal Actions** | **Teacher Actions** |
| End of 2nd Nine Weeks | * Schedule Four Peer observations with coverage for your class * Develop a observation/reflection form * Provide Sample Readings/Resources * Seek out appropriate mentor | * Complete four scheduled observations * Complete observation forms for each * Meet with Principal to debrief about takeaways from observations and reading/resources |
| End of 3rd Nine Weeks | * Provide an appropriate mentor * Provide instruction on PDCA Cycle * Work with you to develop a student survey for feedback on changes made | * Work with mentor on instructional strategies * Administer student survey monthly * Apply the PDCA cycle to the concerns of this action plan |
| End of Year | * Assess completion of all artifacts * Debrief with Teacher * Report Growth to HR | * Submit all artifacts by May 1st * Self-Assess your growth * Debrief with Principal |